



2026 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency DCAS Division Energy Management
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Agency Description

DCAS' mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcass to learn more about the work we do.

Unit Description

DCAS's Division of Energy Management (DEM) leads the City's efforts to reduce carbon emissions from government operations. Our goals are to reduce greenhouse gas (GHG) emissions 40 percent by 2025 (40x25), 50 percent by 2030 (50x30), and 80 percent by 2050 (80x50). Additionally, DEM is tasked with completing work related to the City's other energy-related commitments, such as pledging to install 100 MW of solar photovoltaics on City buildings by 2025. DEM works toward achieving the above goals by managing the City's utility accounts, developing the City's annual utility energy budget; helping our agency partners identify and pursue energy-saving opportunities at their facilities; leading energy efficiency and distributed generation projects across the City's portfolio; and helping implement operations and maintenance best practices.

Internship Position Description

Position Title	Energy Budget Intern (Undergraduate)
Number of Positions	1
Internship Responsibilities	<p>The intern will support the Deputy Director, Energy Budget and Supply with business planning and financial forecasting during the height of the budgeting season. This assistance will help improve the overall speed, accuracy and efficiency of the contract process.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none">• Tracking, analyzing and interpreting monthly billing-related data• Performing due diligence by reviewing financial statements and supporting documents• Reconciling vendor utility bills with in-house data history to highlight discrepancies• Assisting with the annual contract process• Documenting workflows and supporting development of an accompanying manual.
Qualifications / Special Skills / Area of Study	<ul style="list-style-type: none">• Pursuing a degree in finance, accounting, business, economics or a related field.• Understanding of financial markets, accounting principles, and general business environments.• Ability to read, interpret, and analyze financial and business documents, including financial statements and performance reports.• In-depth knowledge of EXCEL, including financial analysis by generating and modifying formulas.• Excellent written and verbal communication skills• Attention to detail• Strong research, analytical, and problem-solving skills.• Ability to present findings clearly and concisely, meet deadlines, independently, but also collaborate with team members.
How to Apply	<p>Send email with resume and cover letter to meng@dcas.nyc.gov and reference the position title.</p> <p>NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>
Salary	\$17.00 p/hr

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.